eGrant Quick Start Guide
For LEA Administrators

I. Login

Click on the eGrant link to open the eGrant Login page.
http://www.state.sd.us/Applications/DE53eGrants/login.aspx

(Note: In order to be fully operational, you must turn off your pop-up blocker. If you need assistance with doing this, check with your computer technician.)

A. New Users

1. Contact information for Superintendents and Business Managers listed in the 2005-2006 School Year Education Directory is preloaded into the eGrant system. These administrators are the initial authorized users for their LEAs, but will still need to request a login name and password. Additional authorized users for each LEA may be entered into the eGrant system by the LEA's administrators. (The LEA administrators are the Superintendent and/or Business Manager). Contact information for new Users must be entered into the eGrant system before they can log into eGrant for the first time.

2. On the eGrant Login page click the link 'click here to request a login name'.

3. Fill in all of the required fields of your profile (marked with an asterisk *) and click 'Request Login'. These entries must appear exactly as they are indicated in the Education Directory. The Login name has been created and a temporary Login Password will be emailed to the address included in your contact profile.

4. Return to the eGrant Login page and enter your Login name and temporary Password you received via email and click Login.

5. You must change your password before you can log into the eGrant system. Change the temporary password to a permanent Password and log in using your Login name and permanent Password.

B. Returning Users

1. On the eGrant Login page type in your Login and Password, and click 'Login'.

2. On the eGrant Login page you may check the box for Change Password to change the current permanent password.

3. On the eGrant Login page you may check the box for Remember Login name and this will automatically enter the Login name when logging into the eGrant system.

(This link is specific to the computer you are working on).

4. If you have forgotten your Password, click the link 'Click password reminder for a password reminder' at the bottom of the page. Enter the answer to the Password reminder question and your Password will be sent to the email address you entered above.

5. If you have forgotten your Login Name, click the link 'Click login name to have your login name emailed to you'.

II. eGrant Home-Consolidated Grant Information

A. eGrant Home

Always click the 'eGrant Home' button to return to the main page of the consolidated application.

B. Library

Click the 'Library' button to display the entire list of terms and definitions in the Library database.

1. Type a word or phrase into the Search box and click 'Search' to find records using that word or phrase in the 'Term' column. Click 'View All' to return to the full display.

2. Type a word or phrase into the Search box and check the 'Search Definitions' box. Click 'Search' to find records using that word or phrase in the 'Definition' column. Click 'View All' to return to the full display.

3. Click 'View All' to display all of the library entries after having limited the view to the items searched.

C. Correspondence

1. Select from the dropdown box the Grant that you wish to discuss.

2. Select from the dropdown box the Grant section that you wish to discuss.

3. Select the Question from the dropdown box for the Grant section that you wish to discuss. Click 'Get Topics' to refresh the topics for this question. If there are none, 'No Topic' will display.

4. Select the desired topic and click 'View Messages'. The initial message will display and replies will be listed in the 'Message List' to display it.

5. Click on the 'Reply' button for the displayed message if you wish to respond to it.

6. Click on the 'Forward' button for the displayed message if you wish to forward the message.

C. LogOut

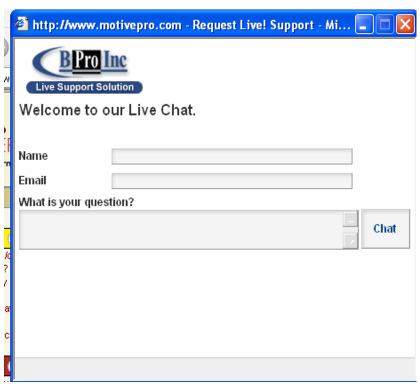
Click the 'LogOut' button to close the eGrant system and return to the initial Login page.

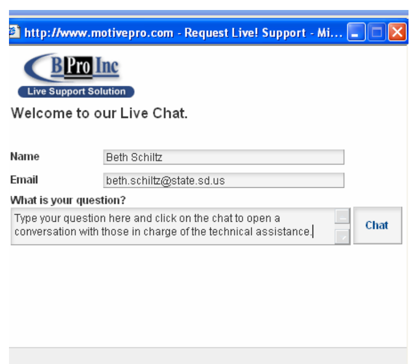
D. DOE Home

The DOE Home link opens a new window for the Department of Education home page.

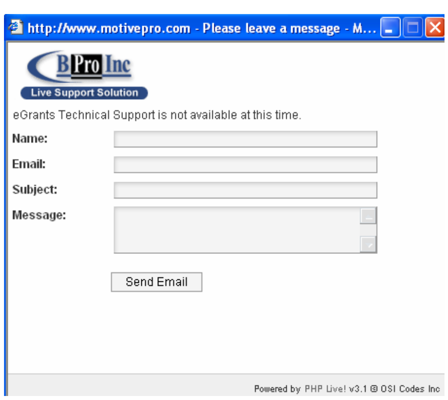
E. Technical Assistance

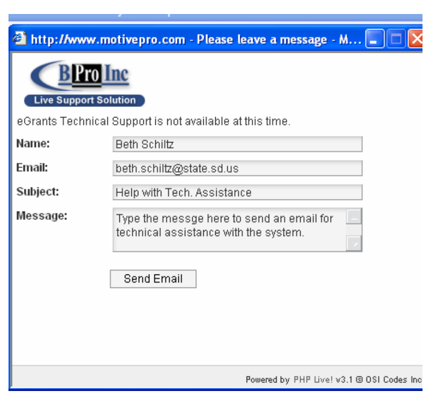
Click on the 'Technical Assistance' button to open a dialogue box to email or chat with the developers of the eGrant system. This is for help with computer settings or program errors created within the eGrant (electronic program) system. For technical assistance, type in your name and email address in the textbox followed by your question. Click the 'Chat' button and the following screen will display:





If the eGrant technical support is unavailable through live chat, then an email will need to be sent. The following screen will display:





F. How To

Click on a specific question under the 'How To' section for assistance in completing the consolidated application. The 'How To' questions and answers are specific to the current page that you are navigating through and change to each specific page.

G. Goals & Objectives

Under the 'LEA Links' section click on the 'Goals & Objectives' button to view the goals & objectives for your LEA. The 'Goals & Objectives' button is found throughout the consolidated application for quick reference.

H. Announcements

The Department of Education (SEA) enters announcements (with expiration dates) that are relevant to an individual LEA, groups of LEAs, or to the entire state.

I. Reminders/Information

When section status or grant status changes, reminders or information are automatically updated to the Reminders/Information section of the eGrant Home Page.

III. Setting Up Additional Contacts

A. Click 'Add/View Grant Contacts' in the LEA Links menu. Click the 'Add a Contact' button.

B. Fill in the required fields (those with an asterisk *). Click 'Save'.

C. Repeat as necessary to add the Authorized Representative and Fiscal Representative (if they are other than the Superintendent or Business Manager); anyone who will act as a Required Contact for federal programs; and others who will prepare or view the grant application.

IV. Set Up Permissions

A. Click 'Assign Grant Permissions/Authorizations' in the LEA Links menu. Select the Grant from the drop-down box and click 'Go'.

B. Grant Representatives

1. Superintendent
2. Business Manager

Grant Representatives are changed in the contact information section. If the Superintendent or Business Manager **is** identified then a dropdown box **does not** appear on the screen. If the Superintendent or Business Manager **is not** identified then a dropdown box **does** appear and the Grant Representatives can be changed. Additional Grant Representatives can be added by clicking and typing in the textbox.

C. Grant Application Representatives

1. Authorized Representative - The Superintendent is the default Authorized Representative for the grant (the Contact authorized to submit the final application and/or grant amendments). You may select a different Authorized Representative from the list of Contacts you've added by clicking on the dropdown box. (This is an LEA Admin)

2. Fiscal Representative – The Business Manager is the default Fiscal Representative for the grant (the Contact authorized to approve program budgets). You may select a different Fiscal Representative from the list of Contacts you've added by clicking on the dropdown box. (This is an LEA Admin)

3. Click 'Save Changes'.

D. Required Contacts

1. Click the Contact Name field (red box) and select a contact from the dropdown box for each Federal program associated with this grant. Click 'Save Changes' and the fields for Phone and Email will be automatically filled in.

   a. McKinney-Vento Homeless-Can be anyone in the contact list.
   b. Title III (LEP and Immigrant)-Someone other than the Superintendent.
   c. Title I, Part A (School Improvement)-Anyone.
   d. Title I, Part A Alternative Contact-Someone other than the Authorized Representative.

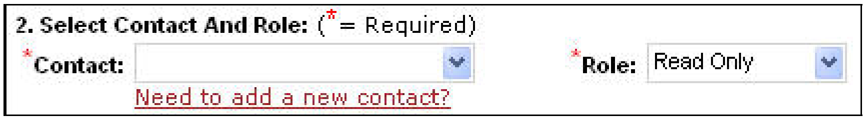
2. Click 'Save Changes'.

3. A pop-up box will appear to remind you that you need to define one or more required section contacts.

E. Assign Grant Section Permissions and Additional Contacts-The Superintendent and/or Authorized Representative is the default contact person for each grant section.

1. Under the Grant Sections and Contacts section '2.'Select Contact and Role', select the desired Contact by clicking on the dropdown box. Select a Role to assign to the Contact by clicking on the dropdown box.

(Superintendents and Business Managers will not appear in the dropdown box list as they automatically have permissions to edit and submit these sections).



2. Under section 3 Click the 'Add Contact to All Sections' button to add this Contact to all sections.

3. **OR** under section 4 select a specific Section from the dropdown box and click the 'Add Contact to Selected Section' button.

4. Click the 'Save Changes' button to save the selections and remain on this page, or 'Save and Return' to return to the eGrants Home page.

5. Multiple contacts may be assigned to each grant section.

V. Grant Information Page

A. Main Page (eGrant Home - Consolidated Grant Information)

1. Click on the '+' to display the sections for that grant. (Or, click on the '-' to minimize a grant section.)

2. Click on the 'Print' button from the main grant section or individual sections to print the entire grant or section. (The 'Print' capability is not available at this time).

3. A link to the 'most recent question opened' will appear on the Consolidated Grant Information page (at the top). Click on the link to return to that question. (This link is specific to the computer you are working on).

B. Narrative Q & A Page

1. By clicking on the '+' in a section a 'Narrative Q & A' button will display. Click on the 'Narrative Q & A' button to open the section you wish to view. The 'How To' Menu with links to instructions will appear on the left.

2. Click on a question in the Questions menu to move to that question on the Narrative form OR click on the navigation buttons (< or >) to scroll to the next or previous question.

3. Narrative answers: those with the necessary permissions can enter directly into the form or type in Microsoft Word and copy and paste them into the answer box.

4. Other answer types: those with the necessary permissions can click on one or more of the check boxes or radio buttons and add text, as appropriate.

C. Budget Page

1. By clicking on the '+' in a section a 'Budget' button will display. Click on the 'Budget' button to open the Budget page(s) to view.

2. Click the 'Edit Budget Details' button to display a more detailed view of the budget to enter the budget information.

3. Under each specific budget section click the 'Add' button to add an "Activity". Select from the dropdown list the appropriate program activity and then enter a brief description in the "Internal Description" column. When entering the "Amount" do not use characters, commas, or periods. Continue to click the 'Add' button for each additional "Activity" or click the 'Delete' button to remove.

4. Below the specific budget section the indirect cost budgeted can be entered by clicking in the white box and entering the dollar amount. An LEA is not required to enter an amount for indirect costs. The indirect cost rate will carry over to the Funding Summary on the Budget Summary page. An LEA may choose not to budget or claim indirect costs.

5. Click the 'Save Changes' button to save or the 'Cancel Changes' button to cancel.

6. Click the 'Return to Budget Summary' button to close the budget detail view.

The Business Manager or Fiscal Representative must approve the budget before it can be submitted to the Authorized Representative by clicking on the "Approve All Budget Items' button.

D. SEA Assistance

1. Click on the Q/A icon 

to open the 'Correspondence Form'. Or, click on the 'SEA Contact' link in the upper right corner of the screen to email him/her.

2. Complete the Correspondence Form including a Topic and the Message. The Grant, Section, and Question are already assigned to this Correspondence.

3. Click the 'History' button to review any other messages and/or replies for this topic.

4. Click 'Send' when finished, or 'Cancel' to delete the email. Click 'Close Window' to close the 'Correspondence Form'.

Glossary of terms

LEA - Local Education Agency (the district)
SEA - State Education Agency (Department of Education)
eGrant - electronic system for filing the Consolidated Application
AR - Authorized Representative - the person legally responsible for signing the grant
FR - Fiscal Representative - the person responsible for the financial obligations of the grant
BM - Business Manager - the person legally responsible for the finances of the district